



# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

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# Payroll/Personnel Report Generator System (CULPRPT)

PUBLICATION CATEGORY  
Reporting

PROCEDURE MANUAL  
Payroll/Personnel Report Generator System (CULPRPT)

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### **Latest Update Information**

Title I Bulletin 01-2, Addition of SRV AGCY and POI Fields, dated April 25, 2001, and Bulletin 99-3, New CULPRPT Report, CULP0048, Employees Updating Their Own Payroll And Personnel Transaction, dated December 20, 1999 notified holders of Title I, Payroll/Personnel Manual, about a new CULPRPT Report CULP0048, Employees Updating Their Own Payroll and Personnel Transactions and the affect of these changes on the CULPRPT procedure.

Listed below is a summary of the changes to the CULPRPT procedure:

Description of Change	Page
Adds CULPRPT Report CULP0048 to the Table of Contents	ii
Adds a brief description and a copy of CULPRPT Report CULP0048 to the Exhibits Section of the procedure	44
Adss CULPRPT Report, CULP0048 to the index	Index- 2

Changes are identified by “ ”.

**Payroll/Personnel Manual**  
**Payroll/Personnel Remote Entry System**

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## About This Procedure

This procedure provides instructions for accessing and operating the Payroll/Personnel Report Generator System (CULPRPT). The following information will help you use the procedure more effectively and locate further assistance if needed.

## How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) and [System Access](#) describe what the system is used for, provides access security information, and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

The [CULPRPT Menu](#) gives instructions for selecting the submenus and the reports available through the submenus.

[Selecting Reports](#) gives instructions for specifying the output criteria.

[Exhibits](#) includes examples of all CULPRPT reports and a brief description of the report.

[Appendix](#) includes a list of CULPRPT reports by subject matter.

Pages are numbered consecutively at the bottom from the [About This Procedure](#) through the [Exhibits](#). If the procedure is amended, point pages (e.g., 12.1, 12.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you will receive the original copy with all amendments. Remove and insert pages according to the attached Page Control Chart so that your procedure is current.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until the expiration date shown at the bottom of the bulletin.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)).

## What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: The message Submitting Reports For Entire Region is displayed.

- Field specifications are also printed in italics. Example ***Enter User ID required, alphanumeric; 8 positions max.*** Key in your assigned user ID (e.g., ***NF999***).
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example ***Key in 1.***
- Figure references printed in bold link the figures with the text. Example: The Reports screen (**Figure 22**) is displayed.
- References to sections within the procedure are printed in bold as shown here. Example: See **Selecting Reports** –
- Keyboard references are printed in brackets. Example: Press [Enter].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
  - To exit the system, press [PF9].
- Important extra information is identified as a note. Example:



Enter only one code.

## Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about National Finance Center (NFC) processing, contact the Payroll/Personnel Operations Section at **504-255-4630** .

For access to CULPRPT, contact your agency's ADP security officer.

For other questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230** .

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

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## System Overview

The Payroll/Personnel Report Generator System (CULPRPT) procedure provides instructions for accessing and using CULPRPT. CULPRPT is a computerized batch processing system which utilizes information contained in the NFC Payroll/Personnel System database to generate preformatted reports on an “as needed” basis. Agencies can retrieve specific data for their employees in predefined report formats. The CULPRPT reports currently available to all agencies are categorized as follows:

**Payroll/Personnel Reports.** Used to select Payroll/Personnel reports.

**PACT/PRES Reports.** Used to select PACT/PRES reports.

**Error Suspense Reports.** Used to select error suspense reports.

Each of the CULPRPT report categories has a selection menu. The selection menu provides a list of all reports (by report number and title) that are available within that category. The selection menus can be accessed on your PC by following the Sign-On instructions in this procedure. A report description may be requested and viewed at your PC. Also provided in [Appendix A](#) is a listing of reports by subject matter.

This procedure contains an illustration of each report accompanied by a brief summary of its contents and significant characteristics. A brief description and example of each significant characteristic follows.



Note

All illustrations have been altered to change employee names and social security numbers in accordance with the Privacy Act Statement.

**Brief Description.** Used to give an explanation and purpose of the report.

Example: Provides a list of Civil Service Retirement (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report P0153.

**Sequence of Data.** Used to identify the order by which data on the report is arranged. Example: Personnel office identifier (POI), service computation date (SCD).

**Report Updated.** Used to identify when the information on the report is updated. Example: After Personnel Edit Subsystem (PINE) is executed.



Note

Reports containing sensitive data, e.g., employee name, social security number, etc., are restricted. Reports containing race and national origin data, require additional security access. To obtain access to these reports, contact your agency security officer.

## System Interface

CULPRPT interfaces with the Bi-Weekly Examination Analysis and Reporting (BEAR). BEAR is an end-of-pay-period report system sweep and a beginning-of-pay-period set up in preparation for the upcoming processing pay period. It generates various types of end-of-pay-period output and updates CULPRPT reports.

## Other Reporting

### Customized Executive Analysis System

The Customized Executive Analysis System (CEAS) allows users to produce predefined and customized reports by employee name, organizational levels, and race and national origin by retrieving data from the Payroll/Personnel System. For detailed instructions about CEAS, see Title I, Chapter 20, Section 7, Customized Executive Analysis System (CEAS) procedure.

### FOCUS

FOCUS. Ad hoc reporting is available through the FOCUS Reporting System. For detailed information on FOCUS reporting, see Title VI, Chapter 5, Section 4, FOCUS Reporting System procedure.

### Reduction In Force

Reduction In Force (RIF) is used to create batch reports for an agency planning a RIF. These reports group employees in the same competitive areas, employing offices, etc., using service time to determine seniority within the agency. For detailed information about RIF, see Title I, Chapter 20, Section 3, Reduction In Force procedure.

### Remote Forms Queuing System

Remote Forms Queuing System (RFQS) allows users to view and/or print, at remote site destinations, certain payroll and personnel output forms and reports generated by NFC. For detailed information about RFQS, see Title I, Chapter 20, Section 2, Remote Forms Queuing System procedure.

### System-Generated Recurring Reports

The Payroll/Personnel System generates recurring reports relating to pay, leave, employment status, etc. These reports are produced from information stored in the database. For detailed information about and illustrations of these reports, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.

### TMGT Table 022, Payroll/Personnel Document Reports

Users of the Table Management System (TMGT) can request recurring automatic generation and remote printing of PACT/PRES Reports and Error Suspense Reports through Table TM022, Payroll/Personnel Document Reports. TM022 will automatically alert CULPRPT to execute the reports after each PINE pass is executed. For detailed instructions on requesting generation of these reports through TM022, see Title I, Chapter 2, Table Management System (TMGT) procedure.

## Requesting a New Report

To request development of a new report or modification of an existing report, obtain approval through appropriate agency personnel. Then submit a sample of the new or modified report with instructions to:

Office of Human Resources Management, USDA  
APSD, Room 344-W, Jamie L. Whitten Federal Building  
AG Stop 9602  
Washington, DC 20250

## System Access

To access CULPRPT, you must (1) have authorized security clearance and (2) use a PC that is connected to the mainframe computer located at NFC. This section refers you to information on access security and gives specific sign-on/sign-off instructions.

CULPRPT is resident on the mainframe computer at NFC. To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Site Usage procedure, Title VI, Chapter 2, Section 1.

## Sign-On

To access CULPRPT, display the NFC banner screen (**Figure 1**) on your PC and respond to the prompts as described below.

```
=====
== 07/27/98          SNAMOD2          T3139029          PF1=HELP ==
=====
==              NN      NN          FFFFFFFF          CCCCCCCC ==
==              NNN     NN          FFFFFFFF          CCCCCCCC ==
==              NNNN    NN          FF              CC ==
==              NN NN NN          FFFFFFFF          CC ==
==              NN  NNNN          FFFFFFFF          CC ==
==              NN   NNN          FF              CCCCCCCC ==
==              NN    NN          FF              CCCCCCCC ==
=====
==              National Finance Center              ==
==              Office of the Chief Financial Officer ==
==              United States Department of Agriculture ==
=====
==              For Authorized Use Only ==
== ENTER USER ID =  1 PASSWORD =  NEW PASSWORD =  ==
==              ENTER APPLICATION NAME =  OR PRESS ENTER FOR MENU ==
=====
```

**Figure 1. NFC Banner Screen**

<b>1</b>	<b>Enter User ID</b> Required, alphanumeric 8 positions max.	Key in your assigned user ID (e.g., NF999).
<b>2</b>	<b>Password</b> Required, alphanumeric 6 to 8 positions	Key in your password. Your password is not displayed on the screen. [Tab] to the next prompt.
<b>3</b>	<b>New Password</b> Conditional, alphanumeric 6 to 8 positions	This prompt is required when your current password has expired. Key in your new password as the system requests. You may also use this field to change your password at any time, but not more than once daily.
<b>4</b>	<b>Enter Application Name</b> Required, alpha 9 positions max.	Key in <b>CULPRPT</b> and press [Enter].

The Report Generator System screen is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed.

```
=====
== 07/27/98      SNAMOD2      MENU for NFC03      T3139029      13:08:10  CT  ==
=====
==
==  SELECT ONE:
==
==      1. PAYROLL/PERSONNEL SYSTEMS
==      2. FINANCIAL INFORMATION SYSTEMS
==      3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
==      4. ADMINISTRATIVE INFORMATION SYSTEMS
==      5. DEVELOPMENT SYSTEMS  <NFC ONLY>
==      6. DATA BASE TEST SYSTEMS  <NFC ONLY>
==      7. MISSION ASSIGNMENT TRACKING SYSTEM  <GAO ONLY>
==      8. DIRECTIVES BULLETIN BOARD
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==> CULPRPT      PF11 = EXIT
=====
==                                MESSAGE BOARD
==
=====
```

**Figure 2. NFC Menu**

Press [Enter] to continue.



You may also select Option 8, Directives Bulletin Board, on the NFC Menu, to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, Dated January 24, 1994.)



The Report Generator System screen (**Figure 3**) is displayed.

```
                ** REPORT GENERATOR SYSTEM **  
            INTERACTIVE PRODUCT TO SUBMIT BATCH REPORTS  
  
**PLEASE WAIT FOR THE RGS SELECTION MENU**
```

**Figure 3. Report Generator System Screen**

No entry is required. The Report Generator System Primary Selection Menu is displayed.

## Sign-Off

To exit CULPRPT, press [PF12] at any screen. The Ready prompt (**Figure 4**) is displayed.

```
                -----  
                REPORT GENERATOR SYSTEM  
                SESSION ENDED AT USER REQUEST  
                -----  
  
READY  
bye
```

**Figure 4. Ready Prompt**

Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from CULPRPT. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed.

If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your PC is inactive for a relatively short time.



To avoid unnecessary charges disconnect from your telecommunications network immediately after a session is terminated.

# Operating Features

CULPRPT is an online report generator system that allows users to view and/or request printing of reports formulated from data contained in the NFC Payroll/Personnel System.

## System Design

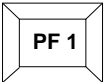
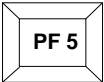

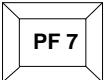
CULPRPT is designed with menu and key field selections. The menu lists three selections that are report categories and a selection to exit. Each selection provides a secondary menu that lists all reports in that category. Each report has a Selection Criteria screen that provides key fields used to submit a specific report for output.

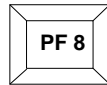
## Function Keys

The program function keys are used to execute functions and display specific screens in the system. They are usually identified by PA (program attention), PF (program function), SF (special function), or SP (special program), depending on the equipment being used. Other function keys are [Enter], [Clear], and [Tab]. For instructions on your equipment usage, see the manufacturer’s operating guide or consult your agency ADP staff.

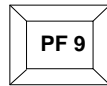
The functions of applicable PF keys and other function keys in CULPRPT are displayed to the right of each screen. Several of these keys have multiple functions.

All CULPRPT function keys are described below:

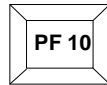
Key	Function
	Used to display the Report Generator System Primary Selection Menu at the submenu screens.
	Used to return to the previous screen at the Selection Criteria screens and the Help screens.
	Used to display the Help screen.
	Used to display the Interactive System Productivity Facility (ISPF) J.1 utility. The ISPF utility is used to view the report before printing and to check the status of each job to determine if it is awaiting execution, being executed, or awaiting output.
	Used to display the previous menu page.



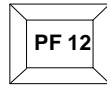
Used to display the next menu page.



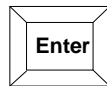
Used to display VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF) Primary Option Menu screen. VMCF is used to monitor and control VPS specifically defined 3270 type printers.



Used to display a description of a specific report.



Used to clear the screen to exit the system.



Used to submit a specified report for output.

## Report Access Authority

To submit a report for output, a user must have authority for that particular report at the level requested.

If a user requests a report at an unauthorized level, one of the following messages is displayed:

*Not Authorized Access - No Subschema*

*Not Authorized Access - Invalid Subschema*

*Not Authorized Access - Sensitive Data Subschema*

*Not Authorized Access - Invalid Security Level*

Contact your agency security officer to obtain the appropriate access.

# Help Screens

Help screens are available for the key fields and data elements displayed on the CULPRPT screens. Help screens display a list of valid codes and/or narrative description of each field. To display a Help screen, press [PF5] at any screen. See (Figure 5) for an example.

```
***** REPORT SELECTION MENU HELP SCREEN *****
                                                                    PF1 = PREV
                                                                    PF5 = HELP

THERE IS ONE DESIGNATED AREA IN WHICH TO ENTER THE REPORT NUMBER.
THE OTHER CONTROL FUNCTIONS ARE ACCOMPLISHED BY THE PF KEYS.

REPORT ID# _____
          PF1 - RETURN TO MAIN/PREVIOUS MENU
          PF5 - DISPLAY HELP SCREENS
          PF6 - ISPF J.1 UTILITY
          PF7 - LIST THE PRIOR MENU PAGE
          PF8 - LIST THE NEXT MENU PAGE
          PF9 - USE VTAM PRINT SPOOLER UTILITY
RPT#    PF10 - DESCRIPTION OF THE SPECIFIED REPORT
          PF12 - EXIT THE CULPRPT SYSTEM
RPT#    ENTR - SUBMIT THE SPECIFIED REPORT

*****
```

Figure 5. Help Screen (example is from the Report Selection Menu Help screen)

Press [PF1] to return to the previous screen.

## CULPRPT Menu

After you access CULPRPT, the Report Generator System (RGS) Primary Selection Menu (**Figure 6**) is displayed.

```
*****
-- REPORT GENERATOR SYSTEM PRIMARY SELECTION MENU (p) --
*****
                                     PF5 = HELP
                                     PF6 = J.1
                                     PF9 = VPS
                                     PF12= EXIT

- (1) PAYROLL/PERSONNEL REPORTS
- (2) PACT/PRES REPORTS
- (3) ERROR SUSPENSE REPORTS
- (R) RETURN TO TSO ENVIRONMENT

Position cursor by selection or
enter selection/report number, then press <ENTER> _____
*****
```

**Figure 6. Report Generator System Primary Selection Menu**

The menu provides three submenus for selecting reports for output.

Below is a brief description of each submenu:

- 1. Payroll/Personnel Reports.** Used to select Payroll/Personnel reports which are produced from information stored in the Payroll/Personnel System database. This information include current employee data relating to pay, employment, leave, organizational structure, position, etc. Report numbers begin with **P**.
- 2. PACT/PRES Reports.** Used to select the Personnel Action Processing System (PACT)/Payroll/Personnel Processing System (PRES) reports which are produced from personnel actions entered in PACT and payroll documents entered in PRES. Report numbers begin with **E**.
- 3. Error Suspense Reports.** Used to select error suspense reports which list documents that are in the Suspense Inquiry and Correction System (SINQ) because they failed the PINE edits. PINE edits and audits entries on the Payroll/Personnel database. Report numbers begin with **U**.



Note

Error suspense report numbers that begin with U67 exhibit information gathered from personnel and position data entered into a front-end systems interface. For additional information, see Title I, Chapter 22, Front-End System Interface (FESI) procedure.

Error suspense report numbers that begin with U68 exhibit information gathered from personnel and payroll data entered in Employee Express.

To select a report, use one of the following methods:

- If you do not know the number of the report you need, key in the submenu selection number at the Enter Selection/Report Number prompt or [Tab] to the selection number and press [Enter]. The selection reports submenu (**Figure 7**) is displayed.

```
***** PAYROLL/PERSONNEL REPORTS *****
REPORT ID# _____ PF1 = MAIN
                                                                    PF5 = HELP
                                                                    PF6 = J.1
                                                                    PF7 = BACK
                                                                    PF8 = FORW
                                                                    PF9 = VPS
                                                                    PF10= DESC
                                                                    PF12= EXIT
                                                                    ENTR= PROCES

-ID#- -TITLE-
P0001 EMPLS ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)
P0002 EMPLS ELIGIBLE TO RETIRE WITHIN 1 YEAR (CSRS ONLY)
P0003 EMPLS ELIGIBLE TO RETIRE WITHIN 2 YEARS (CSRS ONLY)
P0004 EMPLS ELIGIBLE TO RETIRE WITHIN 3 YEARS (CSRS ONLY)
P0005 EMPLS ELIGIBLE TO RETIRE WITHIN 4 YEARS (CSRS ONLY)
P0006 EMPLS ELIGIBLE TO RETIRE WITHIN 5 YEARS (CSRS ONLY)
P0007 ROSTER OF EMPLOYEES (HIGH SPEED PRINTER OUTPUT)
P0008 STAT - AGE AND LENGTH OF SERVICE SURVEY
P0009 LENGTH OF SERVICE
P0010 EMPLOYEES BY OCCUPATION AND LOCATION
P0011 FULL TIME EMPLOYEES ON THE ROLL
P0012 ROSTER OF EMPLOYEES (80 COLUMN OUTPUT)
P0013 ACTIVE FULL-TIME EMPLS - T+A NOT RECEIVED BY NFC

***** SCREEN 1 OF 13 *****
```

**Figure 7. Example Of A Reports Submenu** (example is from the Payroll/Personnel Reports)

To view a report description, key in the report number at the Report ID# prompt on any one of the selected submenu screens and press [PF10]. The Description For Report screen (**Figure 8**) is displayed.

```
***** DESCRIPTION FOR REPORT P0001 *****
                                                                    PF1 = PREV

P0001: EMPLOYEES ELIGIBLE TO RETIRE CURRENTLY (CSRS ONLY)

LISTING OF THE PAY PLAN, SERIES, GRADE, NAME, TITLE, SOCIAL SECURITY
NUMBER, BIRTH DATE, SCD FOR RETIREMENT, CURRENT AGE, LENGTH OF SERV,
ORGANIZATIONAL CODES AND DUTY STATION CODES BY AGENCY, BY SUBMITTING
OFFICE, BY SERIES, AND GRADE OF CSRS EMPLOYEES WHO ARE ELIGIBLE TO
RETIRE CURRENTLY.

*****
```

**Figure 8. Description For Report Screen** (example is from P0001)

Press [PF1] to return to the previous screen.

- If you know the number of the report you need, key in the report number and press [Enter]. The applicable Selection Criteria screen is displayed.

Instructions follow for completing the Selection Criteria screen.

## Selecting Reports

Report options in CULPRPT are used to specify the output criteria for selected reports. Use the instructions below for all report selections.

To select a report option, key in the applicable report number at the Selection/Report Number prompt or at the Report ID# prompt on the applicable report submenu (**Figure 7**). Press [Enter]. The Selection Criteria screen for the report selected (**Figure 9**) is displayed.

```
***** SELECTION CRITERIA FOR P0001 *****
                                     PF1 = PREV
                                     PF5 = HELP
                                     PF12= EXIT
*FILL IN YOUR JCL REQUIREMENTS. DEFAULTS ARE DISPLAYED*
  USER NAME TO BE ON JCL          123ABCWILLIAMS_
  REMOTE DESTINATION              U1
  LAST CHARACTER OF JOB NAME      C
  SYSTEM OUTPUT CLASS            A
  NUMBER OF COPIES NEEDED        1
  SUBMIT JOB AFTER BEAR RUNS     N
*FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO SUBMIT REPORT*
*****
```

**Figure 9. Selection Criteria Screen** (example is from P0001)

The following prompts appear on the Selection Criteria screens of all CULPRPT reports.

Respond to the prompts as follows:

<b>User Name To Be On JCL</b> Required, alphanumeric 15 positions max.	Key in the user's name or other information to identify the report destination.
<b>Remote Destination</b> Required, alphanumeric 16 positions max.	Key in the printer number where the report is to be printed.
<b>Last Character Of Job Name</b> Optional, alpha field 1 position	<p>Key in <i>A</i>, <i>B</i>, or <i>C</i> to identify this report from other reports being requested. This character becomes the sixth character of the job name (e.g., NFC03A). If no entry is made, the system defaults to <i>C</i>.</p> <p>It is recommended that a unique sixth digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to <i>C</i>, when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given the job name characters <i>A</i> and <i>B</i>, they could execute simultaneously.</p>

**System Output Class**  
Optional, alpha  
1 position

Key in **A** to direct output to a designated printer and to generate a hard copy computer printout of the report or **X** to direct the output to be held for viewing at the terminal. For detailed instructions on viewing a report prior to printing, see Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2, Section 2. If no entry is made, the system defaults to **A**.

**Number Of Copies Needed**  
Optional, numeric  
1 position

Key in the number of reports needed (1-5). If no entry is made, the system defaults to **1**.

**Submit Job After BEAR Runs**  
Optional, alpha  
1 position

Key in **Y** to place the report on hold until the processing of BEAR is complete. If no entry is made, the system defaults to **N**.

All or a combination of the following fields may be displayed on the selection criteria screen depending on the particular report selected.

**Begin Pay Period Year/Number**  
Required, numeric  
4 positions

Key in the year and pay period you wish the report to begin data coverage.

**End Pay Period Year/Number**  
Required, numeric  
4 positions

Key in the year and pay period you wish the report to end data coverage.

**Month**  
Required, numeric  
2 positions

Key in the month you wish the report to cover.

**Month \_\_\_\_ Day \_\_\_\_**  
Required, numeric  
2 positions

Key in the month and day you wish the report to cover.

**Occupational Series**  
Optional, numeric  
4 positions

Key in the occupational series.



Note

If no entry is made to the following fields, the system defaults to the user's maximum security access:

Department Code  
Organization Agcy  
Organization Lev2  
Organization Lev3  
Organization Lev4  
Submitting Office Number  
Occupational Series

**Organization Agcy**  
Optional, alphanumeric  
2 positions

Key in the agency code.

**Organization Lev2**  
Optional, numeric  
2 positions

Key in the 2nd level of the organizational structure.



<b>Organization Lev3</b> Optional, numeric 2 positions	Key in the 3rd level of the organizational structure.
<b>Organization Lev4</b> Optional, numeric 2 positions	Key in the 4th level of the organizational structure.
<b>Pay Period</b> Required, numeric 2 positions	Key in the pay period you wish the report to cover.
<b>Pay Rate Determinant</b> Required, alphanumeric 1 position	Key in the pay rate determinant code.
<b>Quarter Year</b> Required, numeric 2 positions	Key in the year of the quarter you wish the report to cover.
<b>Quarter Number</b> Required, numeric 1 position	Key in the quarter you wish the report to cover.
<b>Region Code (01-10), or Blank</b> Optional, numeric 2 positions	<p>Key in the region code. To request a report by region, key in the department code, servicing agency code, and region code. Press [Enter]. The message <i>Submitting Reports For Entire Region</i> is displayed.</p> <p>After the request is accepted, the reports submenu (<b>Figure 7</b>) is displayed. When the user requests a report by region, a specific report is generated for each personnel office identifier (POI) for which the user has access authority within the region. Users can request reports only for those regions and POI's for which they have access authority.</p>
<b>Servicing Agency</b> Required, numeric 2 positions	Key in the code of the agency that services your office.
<b>Submitting Office Number</b> Optional, numeric 4 positions	Key in the personnel office identifier.
<b>Year</b> Required, numeric 2 positions	Key in the year you wish the report to cover.
<b>Year __ Month __</b> Required, numeric 2 positions each	Key in the year and month you wish the report to cover.

---



When selecting an Error Suspense report, after keying in the report number, press [Enter]. The PINE Status screen (**Figure 10**) is displayed.

```
***** PINE STATUS *****

PINE PASS 11 FOR PAY PERIOD 14
HAS COMPLETED PROCESSING.

=====

THIS PASS WAS COMPLETED
AT 14:32 (CST) ON 07/25/XXXX.

THIS IS THE LAST PASS FOR PAY PERIOD 14.

*****

*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 10. PINE Status Screen**

This screen advises the user of the status of the current pass of the PINE and the pay period for which the processing has been completed. No entry is required. Press [Enter]. The Selection Criteria screen is displayed.



When selecting any of the following reports, the T&A Status screen (**Figure 11**) is displayed.

P0013 Active Full/Part-Time Employees - T&A's Not Received by NFC  
P0099 Error Analysis for T&A Processing  
P0152 Leave Error Report

```
***** T & A STATUS *****

THE P0013 REPORT WAS LAST UPDATED
ON 07/25/XXXX AT 15:30:48
A NEW REPORT SHOULD BE REQUESTED (ONLY)
IF YOUR CURRENT REPORT IS OUTDATED.

*****

*** PRESS -ENTER- TO CONTINUE ***
```

**Figure 11. T & A Status Screen**

This screen advises the user that the report was last updated on a specific date and time, and that a new report should be requested only if the current report is outdated.



When a user with more than one security access path code requests a Payroll/Personnel report for output, the Path Code Select screen (**Figure 12**) is displayed.

Valid codes are:

Path 1 =Security access by organizational structure

Path 2 =Security access by POI

When a user has only one security access path code, the Path Code Select screen will not appear. The system defaults to the user's assigned security access path code.

Direct questions about security access path codes to your agency security officer.

```

*****
REPORT GENERATOR SYSTEM                                PATH CODE SELECT
*****

PLEASE ENTER A SECURITY ACCESS PATH CODE (1 OR 2)

*****

```

**Figure 12. Path Code Select Screen**

After completing the applicable fields, press [Enter]. The specific report is submitted for output, and the reports submenu screen is displayed. To request another report, key in the report number at the Report# prompt and press [Enter]. The Selection Criteria screen is displayed, showing the data that was keyed in for the last request. To return to the RGS Primary Selection Menu screen, press [PF1].

## Viewing The Print Status Of Reports

To view the status of a job, use one of the following methods:

- Press [PF6] at any menu or submenu screen. The Job List screen (**Figure 13**) is displayed.

```

-- (1)==> - Job List NFC03 Q=ALL C=ALL O=ALL D=ALL          ----- ROW 1 OF 9
SEL JOBNAME  JOBID  MC  ----QUEUE--- -RECORDS MAXRC  ADDITIONAL INFO  DEST  STEP
... NFC03    T20925  Z   EXEC SYSB           548      MULTTEST 0:01.45  US05PROC
... NFC03A   J19894  X   EXEC X (399)         10       27JUL98 12:30    U1
... NFC03B   J19941  X   EXEC X (403)         16       27JUL98 12:32    U1
... NFC03B   J19974  X   EXEC X (406)         16       27JUL98 12:33    U1
*****
***** BOTTOM OF DATA *****
COMMAND ==>
F1=HELP      F2=SPLIT      F3=END        F4=RETURN     F5=RFIND      F6=RCHANGE
F7=UP        F8=DOWN       F9=SWAP       F10=LEFT     F11=RIGHT    F12=RETRIEVE

```

**Figure 13. Job List Screen**

The Job List screen is a function of the Interactive System Productivity Facility (ISPF) J.1 utility. The ISPF utility is used to view the status of each job to

determine if it is awaiting execution, executing, or awaiting output. This utility also enables users to view the report at their PC's prior to printing if X was keyed in at the System Output Class prompt on the Selection Criteria screen. For detailed information about the ISPF utility, see Title VI, Chapter 2, Section 2, Interactive System Productivity Facility (ISPF) procedure. To return to the menu or submenu screen, key in =X at the command prompt, and press [Enter].

- After exiting CULPRPT (see Sign-Off instructions), key in *st* or *status* at the Ready prompt. A message is displayed indicating the status of the job. Whenever a job has completed execution, a message flashes on the PC to inform the user of the status of the job. If the user is not logged on to CULPRPT at the time the job execution is completed, the message is displayed the next time the user logs-on or exits any Time Sharing Option (TSO) application.

All messages are described below:

Message	Description
Job NFC03C(JOB12345) Executing	Displayed when the job is being executed.
Job NFC03C(JOB12345) Waiting for Execution	Displayed when the job is waiting to be executed.
Job NFC03C(JOB12345) On Output Queue	Displayed when the job is waiting to be retrieved at a PC or waiting to be printed at an online or remote printer.
No Jobs Found Ready	Displayed when the job has executed and is no longer in the queue.

Users with 3270 printers can monitor and control the printing of CULPRPT reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF). Press [PF9] at any menu or submenu screen. The VMCF Primary Option Menu (**Figure 14**) is displayed.

```

----- VMCF PRIMARY OPTION MENU -----
OPTION ===>

PRINTER ===>

1 - Enter VPS printer command
2 - Display VPS printer list

S - Display VPS printer summary
T - VMCF Tutorial

X - Terminate VMCF

Enter END command to terminate VMCF.

USERID - NFC03
TERMINAL - MULTTEST
VPS NAME - VPS62
PROFILE - NFC03

```

**Figure 14. VMCF Primary Option Menu**

For detailed information about VPS, see the ISPF procedure. To return to the menu or submenu screen, key in *end* at the Option prompt and press [Enter].

Users with other types of printers should follow their normal procedures to retrieve and print reports.

---

## Exhibits



## 1. P0001, Employees Eligible To Retire Currently

**Brief Description:** Provides a list of Civil Service Retirement System (CSRS) employees currently eligible to retire. For Federal Employees Retirement System (FERS) employees, see Report P0153.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

[illegible]

## 2. P0002, Employees Eligible To Retire Currently Or Within 1 Year

**Brief Description:** Provides a list of CSRS employees eligible to retire within 1 year. For FERS employees, see Report P0154.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

[illegible]

### 3. P0003, Employees Eligible To Retire Currently Or Within 2 Years

**Brief Description:** Provides a list of CSRS employees eligible to retire immediately or within 2 years. For FERS employees, see Report P0155.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

[illegible]

#### 4. P0004, Employees Eligible To Retire Currently Or Within 3 Years

**Brief Description:** Provides a list of CSRS employees eligible to retire immediately or within 3 years. For FERS employees, see Report P0156.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

[illegible]







## 9. P0009, Report Of Length Of Service

**Brief Description:** Provides an alphabetical list of employees who will have 5, 10, 20, 25, 30, 35, or 40 years of service as of the month and year selected.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 10. P0010, Employees By Occupation And Location

**Brief Description:** Provides the total number of permanent full-time and other employees by grade within the Washington, DC, Standard Metropolitan Statistical Area (SMSA), field areas, and all locations.

**Sequence of Data:** Series, pay plan, and grade

**Report Updated:** After PINE is executed.

[illegible]

## 11. P0011, Full Time Employees On The Rolls

**Brief Description:** Provides a list of the number of full-time employees on the rolls in a particular city and state.

**Sequence of Data:** State and city

**Report Updated:** After PINE is executed.

[illegible]

## 12. P0012, Roster Of Employees

**Brief Description:** Provides an 80-character, one-column alphabetical list of employees with pertinent personnel information. For a two-column list, see Report P0007.

**Sequence of Data:** Employee name.

**Report Updated:** After PINE is executed.

[illegible]







**19. P0019, Percentage Of Employees Eligible To Retire Within The Next Five Years**

**Brief Description:** Provides a list of the number and percentage of employees, within the agency, that are eligible to retire within the next five years. For a list sorted by occupational series and grade, see Report P0018.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

[illegible]

## 20. P0020, Handicap By Type Of Occupation

<b>Brief Description:</b>	Provides a list of the number and percentage of employees for each PATCO (professional, administrative, technical, clerical, and other) occupational category code. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
---------------------------	--

**Sequence of Data:** Handicap code

**Report Updated:** After PINE is executed.

[illegible]



## 21. P0021, Position Planning And Control

**Brief Description:** Provides a list of the number of permanent full-time, other full-time, part-time, and intermittent employees that are subject to ceiling limitations, on furlough, and LWOP.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

[illegible]

## 22. P0022, RIF Register Competitive Service - Supervisors & Nonmanagers

**Brief Description:** Provides a list of supervisors and nonmanagers in competitive service with pertinent personnel information.

**Sequence of Data:** Series and pay plan

**Report Updated:** After PINE is executed.

[illegible]











### 33. P0033, Actual Work Force Profile

**Brief Description:** Provides a list of the total number of employees by sex, race and national origin, grade, and age. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Occupational series

**Report Updated:** After PINE is executed.

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### 34. P0034, Women With Professional Degrees Not In Professional Series

**Brief Description:** Provides a list of women with professional degrees who are not in a professional occupational series.

**Sequence of Data:** Academic discipline code, educational level

**Report Updated:** After PINE is executed.

REPORT ID: CULP0034										WOMEN WITH PROFESSIONAL DEGREES NOT IN PROFESSIONAL SERIES										PAGE 1					
												DATA AS OF XX/XX/XX													
												SENSITIVE PERSONNEL DATA - USE IS RESTRICTED													
AGENCY:												05		AGR. STAB. & CONSERVATION SERV.											
ORG: STRUCTURE LEV2:												04		DEPUTY ADMIN. MANAGEMENT											
ACADEMIC		EDUCATIONAL		ORG		ORG						OCCUPATIONAL													
DISCIPLINE		LEVEL		LEV3		LEV4		LAST NAME		FIRST NAME		SERIES CODE		GRADE		OFFICIAL TITLE OF POSITION									
114		13		04		0003		DOE		JANE		0560		12		BUG ANAL									
114		13		00		0003		JOHNSON		MARY		0334		12		COMPR SPECLST									
2202		17		00		0003		SMITH		JEAN		0334		11		COMPR SPECLST									





### 37. P0037, Occupational Distribution Of Non-Temp Employees

**Brief Description:** Provides the total number and percentage of nontemporary employees within each grade and sex category.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

[illegible]

### 38. P0038, Advancement Patterns Of Permanent GS & GM Employees

**Brief Description:** Provides a list of the average number of years on the rolls, years in grade, and average age of GS and GM employees within each grade.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

[illegible]

### 39. P0039, New Hires And Promotions For Fiscal Year 19XX

**Brief Description:** Provides a list of the total number of permanent GM and GS employees within each grade who were hired or promoted during the fiscal year.

**Sequence of Data:** Organizational structure and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0039	NEW HIRES AND PROMOTIONS FOR FISCAL YEAR 1997				PAGE	1
AS OF XX/XX/XX						
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **						
ORG STRUCTURE	AGENCY = XX - XXXXX					
ORG STRUCTURE	LEV2 = 01 - XXXX					
ORG STRUCTURE	LEV3 = 00 - XXXX					
	LEV4	GRADE	NEW HIRES	COMPETITIVE PROMOTIONS	OTHER PROMOTIONS	TOTAL PROMOTIONS
		06	1			
		14			1	1
	4TH LEV TOTALS		1		1	1
ORG STRUCTURE	3RD LEV TOTALS		1		1	1
ORG STRUCTURE	2ND LEV TOTALS		1		1	1

#### 40. P0040, Occupational Distribution Of Permanent Employees

**Brief Description:** Provides a list of the total number of permanent full-time, intermittent, and part-time employees in pay plans WG, WL, and WS.

**Sequence of Data:** Series and pay plan

**Report Updated:** After PINE is executed.



### 43. P0043, Roster Of Part-Time Employees

**Brief Description:** Provides a list of part-time employees within a specified organizational structure. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Employee name within each organizational level

**Report Updated:** After PINE is executed.

REPORT ID: CULP0043												
ROSTER OF PART-TIME EMPLOYEES												
AS OF XX/XX/XX												
PAGE 2												
AGENCY = 00 - OFFICE OF THE CHIEF FINANCIAL OFFICER												
LEV2 = 70 - NATIONAL FINANCE CENTER												
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **												
LEV3	LAST NAME	FIRST NAME	OCC.	GR	DT	AGE	CD	CD	CD	T-A	PP/YR	OFFICIAL TITLE
01	SMITH	WILLIAMS	0343	11	12/02/00	41	E	05	00	01	08-76	MGMT ANAL
03	WILLIAMSON	ANDREW	0086	04	01/19/97	40	E	05	00	01	24-94	SECUR CLK OA
03	JOHN	JANE	0544	05	04/27/97	29	C	05	00	01	07-95	TIME & LV CLK OA
00	ANDREW	WILLIAM	0334	13	04/30/95	34	C	05	00	01	19-86	COMPR SPECLST
00	ANDREWS	JONES	0334	13	06/05/88	52	E	05	00	01	01-85	COMPR SPECLST

### 44. P0044, Continuing Employees Eligible For Retirement

**Brief Description:** Provides an alphabetical list of continuing employees eligible for retirement for a calendar year within a specified organizational structure.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID: CULP0044																			
CONTINUING EMPLOYEES ELIGIBLE FOR RETIREMENT																			
DATE XX/XX/XX PAGE 1																			
IN CALENDAR YEAR XX																			
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																			
ORG STRUCTURE LEV2 = 00 - BOARD OF CONTRACT APPEALS																			
UNIT	SUB-UNIT	PAY PLAN	LAST NAME	FIRST NAME	OCC. SER.	GR	BIRTH DATE	SCD-RET	EARLIEST BASIS OF ELIGIBILITY*										
									55-30	60-20	62-5								
00	0000	CA	JOHNSON	JANE	0005	03	12/27/36	06/06/66	60-30										
00	0000	CA	SMITH	WILLIAMS	0005	02	05/17/29	04/26/74		67-22									
00	0000	GS	WILLIAM	ANDREW	0950	11	12/18/36	04/02/65	60-31										
TOTAL EMPLOYEE COUNT OF ORG STRUCTURE LEV2 CODE 00 =					1														
TOTAL EMPLOYEE COUNT OF ORG STRUCTURE AGENCY CODE CA =					1														



**►47. P0048, Employees Updating Their Own Payroll And Personnel Transactions**

**Brief Description:** Provides a list of employees that have updated their own records. It also identifies the user's identification number, the department code, the document type, and the employees name and social security number (SSN). This report will be prepared each pay period.

**Sequence of Data:** Department

**Report Updated:** After PINE is executed.

[illegible]

#### 48. P0049, Audit Trail Of Leave Updates

**Brief Description:** Provides a list by social security number of online updates to leave records. Additional security access is required to generate this report because interface is made with the Time and Attendance Validation System (TIME) database. To obtain access, contact your agency security officer.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

[illegible]

#### 49. P0050, Firefighter Employees With Mandatory Retirement Eligibility

**Brief Description:** Provides a list of firefighter employees with mandatory retirement eligibility within each regional subunit.

Sequence of Data: Subunit

**Report Updated:** After PINE is executed.

[illegible]





## 52. P0053, Error Analysis By Contact Point

**Brief Description:** Provides a list of employees identifying electronic time and attendance edit errors corrected by NFC during the processing pay period. Additional security is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After Bi-Weekly Examination Analysis and Reporting System (BEAR) is executed.

[illegible]

### 53. P0054, T&A Reject Percentage Report By Contact Point (Cumulative)

<b>Brief Description:</b>	Provides a list of the number of rejected and percentage of transmitted T&A's, and total T&A's. Additional security is required to generate this report because interface is made with TIME. To obtain access, contact your agency security officer.
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**Sequence of Data:** T&A contact point

**Report Updated:** After Time and Attendance Validation System (TIME) is executed.

[illegible]

## 54. P0055, GAO Employee Locator Listing

**Brief Description:** Provides an alphabetical list of employees by building code and contains location data for employees of the General Accounting Office (GAO).

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 55. P0056, Employees With NTE Dates Prior To Requested Date

**Brief Description:** Provides an alphabetical list of employees whose not to exceed (NTE) date expires prior to November 30 of the current year.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]



### 58. P0059, Employees With FEHBA Eligibility Pending

**Brief Description:** Provides a list of employees with Federal Employees Health Benefits (FEHB) coverage code equal to 4 (Eligible-pending) because a FEHB payroll document has not been processed.

**Sequence of Data:** Accession year and pay period

**Report Updated:** After PINE is executed.

[illegible]

## 59. P0060, Roster

**Brief Description:** Provides a list of employees within a specific organizational structure with pertinent personnel information. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Descending grade and step

**Report Updated:** After PINE is executed.

[illegible]



## 62. P0063, Management Attainment Report (cooperative employees)

**Brief Description:** Provides a list of the total number and percentage of cooperative employees in each race category and national origin. For administrative series nonwage employees, see Report P0052. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

REPORT ID CULP0063														MANAGEMENT ATTAINMENT REPORT				PAGE 1	
														DATA AS OF XX/XX/XX					
														COOPERATIVE-EMPLOYEES					
AGENCY-CODE: 00														** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **					
														MALE					
														FEMALE					
LEV2	LEV3	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	MALE MIN	OTHER MALE	BLACK	HISP	IND/ ALAS	ASIA/ PACIF	GUAM/ HI/PR	FEM MIN	OTHER FEM	TOTAL MIN	TOTAL POP		
50	00	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	1		
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%	.0%	.0%	.0%	000.0%	.0%	000.0%			
LEVEL-TOTAL	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	1		
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%	.0%	.0%	.0%	000.0%	.0%	000.0%			
GRAND-TOTAL	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	1		
PERCENTAGES		.0%	.0%	.0%	.0%	.0%	.0%	.0%	000.0%	.0%	.0%	.0%	.0%	000.0%	.0%	000.0%			

## 63. P0064, Employee's Effective-Date Of Union-Dues Withholding

**Brief Description:** Provides a list of employees with effective date of union dues withholding.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

REPORT ID CULP0064										EMPLOYEE'S EFFECTIVE-DATE OF UNION-DUES WITHHOLDING										PAGE 1			
												OFF OF THE CHIEF FINANCL OFFCR											
												CHIEF FINANCIAL OFFICER											
												AS OF XX/XX/XX											
3RD-LEVEL-CODE: 00												** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
SSNO		LAST NAME			FIRST NAME			CITY		LEV4		PP		OCC-SR		GRADE		BUS		DATE-EFF			
000-00-0000		SMITH			JOHNS			WASHINGTON		0000		ES		0505		00		8888		02-01-93			
		2ND-LEVEL:01			COUNT			01															
</																							

#### 64. P0066, Age Survey As Of XX/XX/XX

**Brief Description:** Provides a list of the total number of GS and GM employees within each age group.

**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

[illegible]

## 65. P0067, Work Force Profile

<b>Brief Description:</b>	Provides a list of the total number of GS and GM employees in professional, administrative, and technical occupational series by race and national origin. For a list sorted by state and series, see Report P0089. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
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**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

[illegible]

## 66. P0068, Cooperative Education Employees

**Brief Description:** Provides a list of cooperative education employees who have specific authorization. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Special Employment Programs (PGM) Code

**Report Updated:** After PINE is executed.

REPORT ID CULP0068 COOPERATIVE EDUCATION EMPLOYEES PAGE 1													
DATA AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY: 00 - OFFICE OF THE CHIEF FINANCIAL OFFICER													
2ND-LEVEL: 00 - XXXX													
LEV3	LAST NAME	FIRST NAME	CSC-AUTH	OCC	GR	ENT-GR-DT	ACC	BLK	TTL	TYPE	NTE-DT	SPEC	RNO
00	JOHNSON	WILLIAM	REG 531.404	SER 0560	11	08-04-96	DT 8521	-CD Y	-CD 1	APPT 01	00-00-00	-CD 74	-CD C
2ND-LEVEL TOTAL													
NUMBER OF COOPERATIVE EDUCATION EMPLOYEES WITH SPECIAL PROGRAM CODE OF 62 0													
NUMBER OF HIGH SCHOOL COOPERATIVE EDUCATION EMPLOYEES 0													
NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES 1													
NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES 0													
NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES 0													
AGENCY TOTAL													

## 67. P0069, Cooperative Education And Junior Fellowship Employees

**Brief Description:** Provides a list of cooperative education and junior fellowship employees who have specific OPM authorization. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Special Employment Programs (PGM) Code

**Report Updated:** After PINE is executed.

REPORT ID CULP0069 COOPERATIVE EDUCATION AND JUNIOR FELLOWSHIP EMPLOYEES PAGE 1													
DATA AS OF XX/XX/XX													
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **													
AGENCY: 11 - FOREST SERVICE													
2ND-LEVEL: 00 -													
LEV3	LAST NAME	FIRST NAME	CSC-AUTH	OCC	GR	ENT-GR-DT	ACC	BLK	TTL	TYPE	NTE-DT	SPEC	RNO
03	PATTERSON	SENNEH	SCH B 213.3202 (A) HS	SER 0326	04	04-14-97	DT 9309	-CD N	-CD 1	APPT 09	04-13-98	-CD 73	-CD E
2ND-LEVEL TOTAL													
NUMBER OF TWO-YEAR COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202C) 0													
NUMBER OF FOUR-YEAR COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202A) 1													
NUMBER OF GRADUATE COOPERATIVE EDUCATION EMPLOYEES (SCH B213.3202B) 0													
NUMBER OF JUNIOR FELLOWSHIP EMPLOYEES (SCH A213.3002Q) 0													
AGENCY TOTAL													



## 68. P0070, Foreign Service Employees Eligible To Retire Currently

**Brief Description:** Provides a list of foreign service employees eligible to retire currently.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

**69. P0071, Foreign Service Employees Eligible To Retire Currently Or Within 1 Year**

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 1 year.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.



## 72. P0074, Foreign Service Employees Eligible To Retire Currently Or Within 4 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 4 years.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

### 73. P0075, Foreign Service Employees Eligible To Retire Currently Or Within 5 Years

**Brief Description:** Provides a list of foreign service employees eligible to retire currently or within 5 years.

**Sequence of Data:** POI

**Report Updated:** After PINE is executed.

## 74. P0076, Percentage Of Foreign Service Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.

**Sequence of Data:** Series and grade

**Report Updated:** After PINE is executed.

REPORT ID: CULP0076 PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE									
WITHIN THE NEXT FIVE YEARS									
EMPLOYMENT AS OF XX/XX/XX									
AGENCY 00 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
SER-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%
SERIES 0135									
0135-01	25	5	20.00	5	20.00	5	20.00	7	28.00
0135-02	25	4	16.00	5	20.00	6	24.00	9	36.00
0135-03	9	1	11.11	1	11.11	1	11.11	2	22.22
TOTAL	59	9	15.25	11	18.64	12	20.34	18	30.51
SERIES 0318									
0318-05	2							1	50.00
TOTAL	2							1	50.00
AGENCY WIDE	61	9	14.75	11	18.03	12	19.67	19	31.15

## 75. P0077, Percentage Of Foreign Service Employees Eligible To Retire Within The Next Five Years

**Brief Description:** Provides a list of the total number and percentage of foreign service employees eligible to retire within the next 5 years.

**Sequence of Data:** Pay plan

**Report Updated:** After PINE is executed.

REPORT ID: CULP0077 PERCENTAGE OF FOREIGN SERVICE EMPLOYEES ELIGIBLE TO RETIRE									
WITHIN THE NEXT FIVE YEARS									
EMPLOYMENT AS OF XX/XX/XX									
AGENCY 00 ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **									
PP-GR	TOTAL UNDER CS RET	CURRENTLY ELIGIBLE NO	%	CURRENTLY OR WITHIN 1 YEAR NO	%	CURRENTLY OR WITHIN 2 YEARS NO	%	CURRENTLY OR WITHIN 3 YEARS NO	%
PAY PLAN FE									
FE-01	1								
FE-02	9	2	22.22	3	33.33	3	33.33	5	55.56
FE-03	7	1	14.29	1	14.29	1	14.29	2	28.57
TOTAL	17	2	11.76	4	23.53	4	23.53	7	41.18
PAY PLAN FO									
FO-01	24	5	20.83	5	20.83	5	20.83	7	29.17
FO-02	16	2	12.50	2	12.50	3	18.75	4	25.00
FO-03	2								
TOTAL	42	7	16.67	7	16.67	8	19.05	11	26.19
PAY PLAN FP									
FP-05	2							1	50.00
TOTAL	2							1	50.00
AGENCY WIDE	61	9	14.75	11	18.03	12	19.67	19	31.15



## 78. P0080, Active Employees Eligible For Horse Allowance

**Brief Description:** Provides an alphabetical list of employees eligible and receiving horse allowance with other pertinent personnel information.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 79. P0081, Permanent Women Foresters In North Reg “Region X”

**Brief Description:** Provides a list of women foresters in each region with other pertinent personnel information.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

[illegible]







#### 84. P0087, Alphabetic Roster Of Employees

**Brief Description:** Provides an alphabetical list of employees with pertinent personnel information.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

### 85. P0088, Roster Of Employees In SSN Sequence

**Brief Description:** Provides a list of employees with pertinent personnel information.

**Sequence of Data:** Social security number

**Report Updated:** After PINE is executed.

[illegible]

## 86. P0089, Work Force Profile

**Brief Description:** Provides a list of the total number of GS and GM employees in each occupational series and grade by race and national origin. For a list sorted by series and grade, see Report P0067. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 87. P0090, Seniority Listing

**Brief Description:** Provides a list of employees by tenure based on the accession date in each organizational structure. For a list sorted by descending grade, see Report P0124.

**Sequence of Data:** Accession date

**Report Updated:** After PINE is executed.

[illegible]

## 88. P0091, Position Review List

**Brief Description:** Provides a list of employee names and official titles within a specific duty station.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

[illegible]

## 89. P0092, New Career Appointments

<b>Brief Description:</b>	Provides an alphabetical list of new career appointments for a fiscal year. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.
---------------------------	--

**Sequence of Data:** Organizational structure and descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 90. P0094, Supervisory Employee Listing

**Brief Description:** Provides an alphabetical list of supervisory employees with organizational structure and supervisory codes.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 91. P0095, Soil Scientists, Hydrologists And Geologists

**Brief Description:** Provides a list of soil scientists, hydrologists, and geologists.

**Sequence of Data:** Organizational structure

**Report Updated:** After PINE is executed.

[illegible]

## 92. P0096, Time In Grade Comparison

**Brief Description:** Provides the number of employees in each years-in-grade category within each occupational series.

**Sequence of Data:** Grade

**Report Updated:** After PINE is executed.

[illegible]

**93. P0098, Worksheet For Permanent Two-Grade Interval Employees Recruited In Fiscal Year 19XX**

**Brief Description:** Provides a list of new permanent two-grade interval employees within a selected fiscal year with effective date and PATCO Code. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

[illegible]

#### 94. P0099, Error Analysis For T&A Processing

**Brief Description:** Provides a list of T&A's with missing personnel actions which require an action to be taken by the personnel office before the T&A can process. Additional security is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After Time and Attendance Validation System (TIME) is executed.

[illegible]

## 95. P0100, Current Employees Use Of Official Time For Union Business

**Brief Description:** Provides an alphabetical list of employees with pay transaction codes 35, 36, 37, and 38 and includes the number of accumulated hours for a specific pay period of each employee.

**Sequence of Data:** Employee name

**Report Updated:** After Bi-Weekly Examination Analysis and Reporting System (BEAR) is executed.

[illegible]

## 96. P0101, Mailing List Of Residence Addresses

**Brief Description:** Provides a list of employees and their residence addresses.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

## 97. P0102, Statistical Separation Report

**Brief Description:** Provides a list of the number of separations within a specific occupational series by state and includes the reason for the separation.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 98. P0103, List Of Position Numbers

**Brief Description:** Provides a list of employees' position numbers and other pertinent personnel information.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

[illegible]

## 99. P0104, Position Review List Of Stay In School Employees

**Brief Description:** Provides a list of stay-in-school employees' position numbers and other pertinent personnel information.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

[illegible]





## 102. P0107, Work Force Profile By Organizational Structure

**Brief Description:** Provides a list of the number of employees within each race and national origin. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Series and descending grade

**Report Updated:** After PINE is executed.

[illegible]

### 103. P0108, Employment Summary

**Brief Description:** Provides the number of permanent full-time, part-time, and other types of employees in active and non-duty status. The report also provides the ceiling and non-ceiling count.

**Sequence of Data:** Agency name

**Report Updated:** After PINE is executed.

[illegible]





**108. P0113, Permanent Workforce - Analysis Of Work Force: White Collar (GS, GM, SES and All Other)**

<b>Brief Description:</b>	Provides a list of the number and percentage of white collar employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to the users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.
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**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

[illegible]





## 112. P0117, Permanent Workforce - Analysis Of Work Force: Federal Wage System

**Brief Description:** Provides a list of the number and percentage of Federal Wage System employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to the users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.

**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

[illegible]



### 113. P0118, NAC&I Follow Up Worksheet

**Brief Description:** Provides an alphabetical list of employees, nature of action code, and effective date of accessions for the current pay period. The report could be used as a National Agency Check & Inquiry (NAC&I) follow up worksheet for security purposes.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

#### 114. P0119, Employee Listing By Merit Pay Pool Number

**Brief Description:** Provides an alphabetical list of employees within a specific merit pay pool.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]

### 115. P0120, Employee Distribution Report

**Brief Description:** Provides the total number of full-time and part-time employees in each organizational structure level.

**Sequence of Data:** Pay plan

**Report Updated:** After PINE is executed.

[illegible]

### 116. P0121, Report Of Accessions -- Monthly

**Brief Description:** Provides a list of new employees within a specific month and organizational structure. The report is a counterpart of Report Number P0150 except sensitive data, age and RNO code, are included. It also provides an Account Nature of Action (Acc NOA) column which identifies the NOA code used on the accession personnel action that was processed for an employee. It contains sensitive data; additional security access is required. To obtain access, contact your agency security officer.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]



### 119. P0124, Seniority Listing

**Brief Description:** Provides a list of employees by tenure based on pay plan, grade, and date entered present grade. For a list sorted by accession date, see Report P0090

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

[illegible]

## 120. P0125, Permanent Workforce - Analysis Of Work Force: Types Of Occupations

**Brief Description:** Provides a list of the number and percentage of all permanent employees. This report contains sensitive data; additional security access is required. To obtain access, contact your agency security officer. This report is also system generated and mailed to users upon request. For information about requesting this report, see Title I, Chapter 20, Section 5, Payroll/Personnel Output procedure.

**Sequence of Data:** Handicap category

**Report Updated:** After PINE is executed.

REPORT: CULP0125 PERMANENT WORKFORCE - ANALYSIS OF WORK FORCE: TYPES OF OCCUPATIONS PAGE: 1										
EEO-M0-713, EEOC FORM 440										
AS OF XX/XX/XX DEPARTMENT: AG										
CATEGORY	PROF	ADM	TECH	CLER	OTHER	BLUE	MIXED	SUPV	LDR	NONSUP
	%	%	%	%	%	%	%	%	%	%
DEAFNESS	1	0	9	7	0	0	0	0	0	0
16,17	5.8	.0	52.9	41.1	.0	.0	.0	.0	.0	.0
BLINDNESS	0	0	0	1	0	0	0	0	0	0
23,25	.0	.0	.0	000.0	.0	.0	.0	.0	.0	.0
MS-XTREMS	0	1	2	0	0	0	0	0	0	0
28,32-38	.0	33.3	66.6	.0	.0	.0	.0	.0	.0	.0
PRT-PRLYS	0	3	2	4	0	0	0	0	0	0
64-68	.0	33.3	22.2	44.4	.0	.0	.0	.0	.0	.0
CMP-PRLYS	1	1	0	0	0	0	0	0	0	0
71-68	50.0	50.0	.0	.0	.0	.0	.0	.0	.0	.0
CONVUL-DS	1	0	0	3	0	0	0	0	0	0
82	25.0	.0	.0	75.0	.0	.0	.0	.0	.0	.0
MENTL-RTD	0	0	0	0	0	0	0	0	0	0
00	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0











## 129. P0134, Earnings Limitation Status Report

**Brief Description:** Provides a list of employees and the master record number for grades 12 and above.

**Sequence of Data:** Descending grade

**Report Updated:** After PINE is executed.

REPORT ID CULP0134			EARNINGS LIMITATION STATUS REPORT					PAGE 1	
			AS OF XX/XX/XX						
AGENCY 00 - OFF OF THE CHIEF FNANCL OFFCR								** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **	
LEVEL 2 01 - XXXXXXXX									
LEVEL 3 00 -									
LEVEL 4 0000 -									
EMPLOYEE NAME			EARN-LMT	PAY		OCC	OFFICIAL		
LAST	FIRST	SSNO	CODE	PLAN	GRADE	SER	TITLE		
JONSON	WILLAMSON	000-00-0000	Y	EG	15	0301	CONSULTANT		
SMITH	ANDREW	000-00-0000	Y	GS	15	0343	PROG ANAL		
TOTAL LEVEL 4 (0000)		2							
TOTAL LEVEL 3 (00)		2							
TOTAL LEVEL 2 (01)		2							

## 130. P0135, Probationary Period (Supervisor/Manager)

**Brief Description:** Provides an alphabetical list of employees in a supervisory/managerial probationary period. It also provides the commencement date of the probationary period.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID CULP0135		PROBATIONARY PERIOD (SUPERVISOR/MANAGER)								PAGE	1
AS OF XX/XX/XX											
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **											
AGENCY:		FA - FARM SERVICE AGENCY									
EMPLOYING OFFICE:		0000									
		STRUCTURE		OCC		PAY		DATE PROBATIONARY			
LAST NAME	FIRST NAME	MI	LEV2	LEV3	SER	PLAN	GRADE	PERIOD COMMENCED			
WILLIAMS	JACK	J	02	03	0028	GS	14	09/01/00			
ORG-LEV3 TOTAL		1									
ORG-LEV2 TOTAL		1									
SMITH	JOHN	A	05	01	1145	GS	14	12/22/00			
ORG-LEV3 TOTAL		1									
ORG-LEV2 TOTAL		1									
DOE	JANE	R	06	01	1146	GS	15	06/08/00			
ORG-LEV3 TOTAL		1									
ORG-LEV2 TOTAL		1									
JOHNSON	MARY	A	07	07	0501	GS	14	08/18/00			
ORG-LEV3 TOTAL		1									
ORG-LEV2 TOTAL		1									
EMPLOYING OFFICE TOTAL		4									

**131. P0136, Supervisory Code And Average Grade Report For Permanent Full Time And Permanent Part Time Employees**

**Brief Description:** Provides a list of the number of permanent full-time and part-time employees within each supervisory code.

**Sequence of Data:** Pay plan and descending grade

**Report Updated:** After PINE is executed.

[illegible]

### 132. P0137, Employees With Appointment Limitations

**Brief Description:** Provides an alphabetical list of employees with monetary, hour, and day appointment limitations.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

[illegible]







## 138. P0143, Performance Reviews Due (Food Inspectors)

**Brief Description:** Provides an alphabetical list of food inspectors due four month reviews, eight month reviews, and performance appraisals based on the month requested.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID CULP0143		PERFORMANCE REVIEWS DUE (FOOD INSPECTORS) JANUARY				PAGE 1
AGENCY 37		FOOD SAFETY & INSPECTION SERV.				** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
ORG LEVEL 2 15		XXXX				
ORG LEVEL 3 20		XXXX				
ORG LEVEL 4 0000		XXXX				
		4-MONTH		8-MONTH		PERFORMANCE
LAST	FIRST	DATE	CITY	ST	REVIEW	REVIEW
SMITH	JOHN	09/18	PELICAN RAPIDS	MN	DUE	
SMITHS	JANE	05/11	MELROSE	MN		DUE
WILLIAM	WILLIAMS	05/26	LONG PRAIRIE	MN		DUE
ORG LEVEL 5	03	CIRCUIT - PELICAN RAPIDS, MN			COUNT 3	

## 139. P0144, VMO Performance Reviews Due

**Brief Description:** Provides an alphabetical list of Veterinary Medical Officers (VMO) due 6-month reviews and performance appraisals based on the month selected.

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

REPORT ID CULP0144										VMO PERFORMANCE REVIEWS DUE JANUARY										PAGE 3									
AGENCY 03					AGR. RESEARCH SERVICE										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
ORG LEVEL 2 60					FIELD ORGANIZATION																								
ORG LEVEL 3 66					SOU ATLANTIC AREA (ATHENS,GA)																								
ORG LEVEL 4 6612					ATHENS, GA																								
EMPLOYEE NAME										DUTY STATION										6-MONTH PERFORMANCE									
LAST FIRST					DATE					CITY					ST					PERFORMANCE REVIEW					APPRAISAL				
SMITHS JOHNS					07/09					ATHENS					GA					DUE									
ORG LEVEL 5 07					SOUTHEAST POULTRY RESEARCH LABORATO										COUNT 1														
ORG LEVEL 4 6612					COUNT 1																								
ORG LEVEL 3 66					COUNT 1																								
ORG LEVEL 2 60					COUNT 01																								
AGENCY 03					COUNT 003																								





## 142. P0147, Employees Using Designated Agent

**Brief Description:** Provides a list of employees whose checks are sent to a designated agent.

**Sequence of Data:** POI and employee name

**Report Updated:** After PINE is executed.

### 143. P0148, Status Of Lump Sum Payments

**Brief Description:** Provides an alphabetical list of separated employees who have an outstanding leave balance on the database. Employees who have been separated for 10 days or more and for whom lump sum payments have not been processed through the automated system are identified with an asterisk. This report also indicates whether or not an employee's last T&A was coded "final."

**Sequence of Data:** Employee name

**Report Updated:** After PINE is executed.

## 144. P0149, T & A Reject Percentage Report By Agency (Cumulative)

**Brief Description:** Provides statistical T&A data for the current processing pay period. It also provides agency totals and percentages as well as corresponding year-to-date figures. Additional security access is required to generate this report because interface is made with the Time and Attendance Validation System (TIME). To obtain access, contact your agency security officer.

**Sequence of Data:** T&A contact point

**Report Updated:** After TIME is executed.

REPORT ID: CULP0149 DB 05 T & A REJECT PERCENTAGE REPORT BY AGENCY (CUMULATIVE) PAGE 1											
DATE PREPARED: XX/XX/XX PAY PERIOD 16 PASS 99 TIME PREPARED: 16.00.06											
CONTACT POINT	TOTAL T&A'S	SCANNED TOTAL VALID	T & A TOTAL REJECT	PER CENT	TOTAL T&A'S	TRANSMITTED TOTAL VALID	T & A TOTAL REJECT	PER CENT	TOTAL T&A'S	SCANNED TOTAL VALID	T & A TOTAL REJECT
XX-11-0000-15-00	0	0	0	0.0%	6	6	0	0.0%	6	6	0
AGCY XX TOTALS FOR PASS 99	0	0	0	0.0%	0	0	0	0.0%	0	0	0
AGCY XX TOTALS THRU PASS 99	0	0	0	0.0%	6	6	0	0.0%	6	6	0
YTD TOTALS FOR AGENCY XX THRU P/P 16	0	0	0	0.0%	121	115	6	4.9%	121	115	6

## 145. P0150, Report Of Accessions -- Monthly (W/O Sensitive Data)

**Brief Description:** Provides a list of new employees within a specific month and organizational structure. This report is a counterpart of Report Number P0121 except sensitive data, age and RNO code, are included. It also provides an Acc NOA column which identifies the NOA code used on the accession personnel action that was processed for an employee. Additional security access is required to generate this report because interface is made with the Personnel History Information System (PHIS) database. To obtain access, contact your agency security officer.

**Sequence of Data:** Pay plan and grade

**Report Updated:** After PINE is executed.

CULP0150 REPORT OF ACCESSIONS -- MONTHLY (W/O SENSITIVE DATA) PAGE 3											
MONTH 01 YEAR 97 AS OF XX/XX/XX											
AGENCY: FA FARM SERVICE AGENCY											
LEV 2: 05 XXXXX											
LEV 3: 04 XXXXX											
LEV 4: 0000 XXXX OFFICE											
LAST NAME	NAME	MI	ACC NOA	POSITION NUMBER	PAY PLAN	GRADE	BASE PAY	OCC SERIES	T/E	T/A	DATE
JOHNSONS	ANDREW	J	171	PR222024	GS	04	17447.00	0326	1	04	1997/01/19
SMITHS WILLIAMS	JOHNSS	M	171	PR222044	GS	04	17447.00	0326	1	04	1997/01/19
WILLS	JACKSON	I	171	PR222014	GS	04	17447.00	0326	1	04	1997/01/19
TOTAL EMPLOYEES IN ORG_LEV4 3											
TOTAL EMPLOYEES IN ORG_LEV3 5											







## 152. P0157, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 4 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 4 years. For CSRS employees, see P0005.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0157													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 4 YEARS													PAGE 8														
AS OF XX/XX/XX																																								
AGENCY FA													FARM SERVICE AGENCY													** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **														
ORG LEVEL 2 05													XXXXXXX																											
ORG LEVEL 3 03													XXXXX																											
ORG LEVEL 4 THRU 8 0000-00-00-00-00													XXXX																											
PAY-PL			SERS			GR			LAST NAME					FIRST NAME					SSN			BIRTH DATE					SCD-RET			POI		RET CODE		AGE YR MO		LENGTH OF SRV		DUTY STATION		
GS			0301			15			WILLIAMS					JOHNSON					R 000-00-0000			09/05/27					07/12/93			4881		K		69 11		04		09-0280-003		
GS			0318			06			WILLIAMSON SECY OA					JACKSON					S 000-00-0000			01/01/39					12/14/87			4882		K		58 07		09		09-0842-003		
TOTAL EMPLOYEES FOR LEVEL 4													2																											

## 153. P0158, Employees Eligible To Retire (FERS/CSRS Offset) Currently Or Within 5 Years

**Brief Description:** Provides a list of FERS and CSRS Offset employees eligible to retire currently or within 5 years. For CSRS employees, see P0006.

**Sequence of Data:** POI and SCD

**Report Updated:** After PINE is executed.

REPORT ID: CULP0158													EMPLOYEES ELIGIBLE TO RETIRE(FERS/CSRS OFFSET) CURRENTLY OR WITHIN 5 YEARS													PAGE		7																																								
AS OF XX/XX/XX																																																																				
AGENCY					FA					FARM SERVICE AGENCY										** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **																																																
ORG LEVEL 2					01					XXXX																																																										
ORG LEVEL 3					00																																																															
ORG LEVEL 4					THRU 8					0000-00-00-00-00																																																										
PAY-PL			SERS			GR			LAST NAME					FIRST NAME					SSN					BIRTH DATE					SCD-RET					POI					RET CODE					AGE					LENGTH					DUTY														
									OFFICIAL TITLE																																			YR MO					OF SRV					STATION														
GS			0301			15			SMITH					MARY JAN					000-00-0000					08/14/39					04/19/93					4881					K					58 00					04					11-0000-001														
									CONFID ASST																																																											
GS			0301			15			JONSON					JONES					000-00-0000					12/17/39					08/19/95					4881					K					57 08					02					11-0000-001														
									SPECIAL ASST TO THE ADMINISTRATO																																																											
TOTAL EMPLOYEES FOR LEVEL 4													2																																																							



### 156. P0161, SPPS - Quick Service Request Missing T & A Report

**Brief Description:** Provides a list of quick service request (QSR) payments for which T&A's have not been received. It also provides employee name, payment date, schedule number, payment amount, pay period, and year for each processed QSR payment.

**Sequence of Data:** Social security number

**Report Updated:** After BEAR is executed.

[illegible]

**157. P0162, SPPS - Indebtedness/Advanced Leave - Tax Credit Suspense Report**

**Brief Description:** Provides a daily list of employees with advanced leave that has not been forgiven. The employee may or may not have a tax credit due which is calculated by NFC. When the Action Required column shows Case Ready To Be Released, the agency must release the payment from SPPS.

**Sequence of Data:** Social security number

**Report Updated:** Each SPPS process

[illegible]



**158. P0163, SPPS - Death Case/Indebtedness Audit Errors For Processing Date XX/XX/XX**

**Brief Description:** Provides a list of SPPS records that cleared all front-end edits but failed edits of the SPPS batch program. These errors must be corrected and released before disbursements can be made.

**Sequence of Data:** Social security number

**Report Updated:** Each SPPS process

**159. P0164, SPPS - Death Case/Completed Claims By Agency/POI Thru Calendar Year Ending 12/31/XX**

**Brief Description:** Provides an annual list by social security number, of deceased employee disbursements that have been made to the beneficiaries. If all payments sent to SPPS have not been disbursed, the amount remaining to be disbursed is shown in the Balance Remaining column. This report is produced at calendar yearend.

**Sequence of Data:** POI and SCD

**Report Updated:** Each SPPS process

**160. P0165, SPPS - Death Case/Status Of Active Claims By Agency/POI  
Thru Quarter Ending XX/XX/XX**

**Brief Description:** Provides a quarterly status of disbursement to the beneficiary/heir.

**Sequence of Data:** Employee name

**Report Updated:** Each SPSS process

CULP0165/SPPS162	SENSITIVE PERSONNEL DATA - USE IS RESTRICTED		DATE MM/DD/YY
			PAYE ZZZZ
SPECIAL PAYROLL PROCESSING SYSTEM			
DEATH CASE			
STATUS OF ACTIVE CLAIMS BY AGENCY/POI			
THRU QUARTER ENDING XX/XX/XX			
DEPARTMENT: AG			
AGENCY: 00			
POI: 0000			
EMPLOYEE NAME JOHNSON, JANE A.			
SSNO 000000000	DATE OF DEATH	XX/XX/XX	
DATE OF LAST DISBURSEMENT: XX/XX/XX			
NET AMOUNT(S) RECORDED :			
PAYE DISBURSED	:	.00	NOT DISBURSED: X,XXX.XX
MANUAL PAY DISBURSED	:	.00	OUTSTANDING: .00
TAX CREDITS DISBURSED	:	.00	NOT DISBURSED: XX.XX
NET AMOUNT(S) PROCESSED :			
DISBURSED TO CLAIMANTS	:	.00	
PENDING STATUS	:	.00	
COLLECTIONS	:	.00	
TOTAL PROCESSED:		.00	

**161. P0166, SPPS - Indebtedness/Active Cases As Of XX/XX/XX**

**Brief Description:** Provides a list of outstanding SPPS indebtedness cases and the number of days held in SPPS.

**Sequence of Data:** Social security number

**Report Updated:** Each SPSS process

162. P0167, SPPS - Indebtedness Advanced Leave Hours Collected By  
SPPS For Processing Pay Period/Yr XX/XX

- Brief Description:** This pay period report provides a list of separated employees who are indebted for leave, the type of advanced leave, and the number of advanced leave hours collected through SPPS. The hours collected must be deleted from the database using the Time Inquiry - Leave Update System (TINQ).
- Sequence of Data:** Social security number
- Report Updated:** Each SPPS process

CULP0167/SPPS120		SENSITIVE PERSONNEL DATA - USE IS RESTRICTED		DATE: XX/XX/XX	
		SPECIAL PAYROLL PROCESSING SYSTEM		PAGE 1	
		INDEBTEDNESS ADVANCED LEAVE HOURS COLLECTED BY SPPS			
		FOR PROCESSING PAY PERIOD/YR XX/XXXX			
DEPARTMENT: AG					
AGENCY: 11					
POI: 0000					
SSNO		EMPLOYEE NAME		TYPE OF LEAVE	LEAVE HOUR
T & A CONTACT POINT: STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 15					
000000000 JOHNSTONS, SMITH S				SICK	4.00
T & A CONTACT POINT: STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 09					
000000000 SMITH, WILLIAMS P				ANNUAL	4.00
T & A CONTACT POINT: STATE 46 CITY 0203 UNIT 00 TIMEKEEPER 09					
000000000 SMITH, WILLIAMS P				ANNUAL	4.00

### 163. E0001, Status Of Documents By SSN

**Brief Description:** Provides a list of employees with documents on the PACT or PRES database and the status of the documents.

**Sequence of Data:** Social security number

**Report Updated:** When documents are successfully added in PACT or PRES.

[illegible]

### 164. E0002, Status Of Documents By Form No.

**Brief Description:** Provides a list of employees with documents on the PACT or PRES database and the status of the documents.

**Sequence of Data:** Form number

**Report Updated:** When documents are successfully added in PACT or PRES.

[illegible]







## 169. U0002, Documents In Suspense

**Brief Description:** Provides a two-section report that includes statistical data by form number. The first section (**Figure 1**) lists all current payroll and personnel transactions which failed the edits during the Personnel Edit System (PINE) process for the prior, current, and future pay periods. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total number of current suspended transactions for prior, current, and future pay periods. Also available to FESI users is Report U6702.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

[illegible]

### Figure 1. First section

### Figure 2. Second section





## 172. U0005, Listing Of Error Counts By Document

**Brief Description:** Provides a list of the number of errors for each error message within a form number. Also available to FESI users is Report U6705.

**Sequence of Data:** Agency code and form number

**Report Updated:** After PINE is executed.

REPORT CULU0005				PAGE NO.	1
DATE XX/XX/XX					
NATIONAL FINANCE CENTER					
LISTING OF ERROR COUNTS BY DOCUMENT					
FOR PAY PERIOD 17 PASS 05					
AGENCY	FORM NUMBER	ERR MSG NO	NO OF ERRORS	DESCRIPTION	
XX	SF-50 (063)	018	2	MULTIPLE PERSONNEL ACTION ERROR	
		021	2	DOCUMENT BEING HELD FOR MORE THAN ONE AUDIT PASS	
		025	3	IN SINO DUE TO ROLLBACK-TAKE APPROPRIATE ACTION	
		030	2	DOCUMENT EDITED - WAITING DUE TO HCUP PACKAGE	
		031	1	HCUP DOCUMENT IN ERROR	
		074	1	DATE AND NATURE OF ACTION REQUIRE FEGLI REMARK CD	
		099	2	OCCUPATIONAL SERIES CODE CANNOT CHANGE WITH NOA	
		158	1	EMPLOYEE SEPARATED - CANNOT PROCESS ACTION	
		439	1	LEAVE EARN STATUS MUST BE PRESENT	
		513	2	VIETNAM INDICATOR AND VETS PREF NOT COMPATIBLE	
		599	1	CLASSIFICATION ACTION CODE INVALID	
TOTAL NUMBER OF ERRORS =			18		

## 173. U0006, Listing Of Personnel Error Messages

**Brief Description:** Provides a list of employees with payroll/personnel error messages for a specific pay period, job, and pass. Also available to FESI users is Report U6706.

**Sequence of Data:** User ID and organizational structure

**Report Updated:** After PINE is executed.

REPORT U0006		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO.		1	
DATE XX/XX/XX		NATIONAL FINANCE CENTER					
		LISTING OF PERSONNEL ERROR MESSAGES					
SIGNON IDENT XX000		FOR PAY PERIOD 17 JOB 1700 PASS 05					
		***** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED *****					
ORG STRUCTURE		SON					
SSNO		EMPLOYEE NAME					
FORM (TASK) FAIL ERR		.....E R R O R M E S S A G E.....		.....ELEMENT NAME.....		...CONTENT OF ELEMENT...	
NUMBER		CNT CODE					
02 08 09 0200		0000					
000000000		SMITHS, JOHN M					
SF-50 (063)		01 025 IN SINO DUE TO ROLLBACK-TAKE APPROPRIATE ACTION					
SF-50 (063)		01 186 EFF DATE OF ACTION NOT LATER THAN LAST ACTION		NAT OF ACT 1ST 3 POS		000	
				NAT OF ACT 2ND 3 POS		781 VXM	
				PREVIOUS EFFECTIVE DATE		000000	
				EFFECTIVE DATE OF ACTION		081797	
				DB-PREVIOUS EFFECTIVE DATE		000000	
				DB-EFFECTIVE DATE OF ACTION		082297	
187 CONTINUATION OF ERROR MESSAGE 186				AUTHENTICATION DATE		081797	
				DB-NAT OF ACT 1ST 3 POS		000	
				DB-NAT OF ACT 2ND 3 POS		571 XZM	
				DB-AUTHENTICATION DATE		082297	

## 174. U6701, SINQ 67 Listing Of Personnel Error Messages

**Brief Description** Provides a two-section report of position data and personnel actions entered in FESI that failed the PINE edits. The report also lists PMSO error messages. The first section (**Figure 1**) lists employees with current payroll/personnel edit messages for the prior, current, and future pay periods. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total count of prior, current, and future suspended transactions and is sorted by form number. Also available to FESI users and all other users is Report U0001. For Employee Express users, see Report U6801.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

REPORT U6701			U.S. DEPARTMENT OF AGRICULTURE				PAGE NO		2
DATE XX/XX/XX			NATIONAL FINANCE CENTER						
SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES									
SIGNON IDENT SPC			FOR PAY PERIOD 14 JOB 1400 PASS 01						
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****									
ORG STRUCTURE SON			BATCH NUMBER				SSNO		
EMPLOYEE NAME			NOA AUTH1 AUTH2		AUTH DATE		EFFECTIVE DATE		USER ID
FORM (TASK) FAIL			ERR .....E R R O R M E S S A G E.....				.....ELEMENT NAME.....CONTENT OF ELEMENT...		
NUMBER			CNT		CODE				
51 07 54 0000			0000		6706				
000000000			SMITH, JOHN M		302 NEM		XX XX XX		SPC
SF-50 (063) 1			000 EFF DATE INDICATES FUTURE DOC						XXXXXX
098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349									

**Figure 1. First section**

REPORT U6701		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO.		1
DATE		NATIONAL FINANCE CENTER				
SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT						
FOR JOB PASS						
FOR DEPARTMENT AG SERVICING AGENCY 00						
SUBMITTING OFFICE 0000 AGENCY 00						
FORM NUMBER	PRIOR	COUNT	CURRENT	COUNT	FUTURE	COUNT
NFC-74		0		0		0
AD-581		0		0		0
SF-50		0		0		0
AD-349		0		0		0
AD-347		0		0		0
AD-658		0		0		0
AD-770		0		0		0
AD-287-2		0		0		0
SF-1187		0		0		0

**Figure 2. Second section**

### 175. U6702, SINQ 67 Documents In Suspense

**Brief Description:** Provides a two-section report of statistics of FESI transactions that failed the PINE edits. The first section (**Figure 1**) lists current position and and personnel transactions for the prior, current, and future pay periods. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total number of current suspended transactions for prior, current, and future pay periods. Also available to FESI users and all other users is Report U0002.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

### Figure 1. First section

### Figure 2. Second section



178. U6705, SINQ 67 Listing Of Error Counts By Document

- Brief Description:** Provides a list of the number of position and personnel errors for each form and position related errors. This information is gathered from personnel and position data entered through FESI. Also available to FESI users and all other users is Report U0005.
- Sequence of Data:** Agency code and form number
- Report Updated:** After PINE is executed.

REPORT CULU6705				PAGE NO.		2
DATE XX/XX/XX				NATIONAL FINANCE CENTER		
SINQ 67 LISTING OF ERROR COUNTS BY DOCUMENT						
FOR PAY PERIOD 20 PASS 01						
AGENCY	FORM NUMBER	ERR MSG NO	NO OF ERRORS	DESCRIPTION		
IN	PMSO-1 (998)	004	16	MASTER RECORD ALREADY EXISTS		
		041	5	INDIVIDUAL POSITION ALREADY EXISTS		
		046	1	POSITION SENSITIVITY CODE INVALID		
		051	1	WK-TITLE-CD NOT IN TMGT		
TOTAL NUMBER OF ERRORS =			23			

## 179. U6706, SINQ 67 Listing Of Personnel Error Messages

**Brief Description:** Provides a two-section report of FESI transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with position and personnel edit messages for a specific pay period, job, and pass. When the entire department is requested, the second section (**Figure 2**) provides a summary of the count of prior, current, and future suspended transactions. Also available to FESI users and all other users is Report U0006. For employee express users, see Report U6806.

**Sequence of Data:** User ID and organizational structure

**Report Updated:** After PINE is executed.

REPORT U6706										U.S. DEPARTMENT OF AGRICULTURE										PAGE NO										2																													
DATE XX/XX/XX										NATIONAL FINANCE CENTER																																																	
SINQ 67 LISTING OF PERSONNEL ERROR MESSAGES																																																											
SIGNON IDENT SPC										FOR PAY PERIOD 14 JOB 1400 PASS 01																																																	
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****																																																											
ORG STRUCTURE SON										BATCH NUMBER																				SSNO																													
EMPLOYEE NAME										NOA AUTH1 AUTH2										AUTH DATE										EFFECTIVE DATE										USER ID																			
FORM (TASK) FAIL										ERR .....										E R R O R M E S S A G E.....										ELEMENT NAME.....										CONTENT OF ELEMENT...																			
NUMBER										CNT										CODE																																							
51 07 54										0000										0000										6706																													
000000000										SMITH, JOHN M										302 NEM										XX XX XX										XX XX XX										SPC									
SF-50 (063) 1										000 EFF DATE INDICATES FUTURE DOC																				XXXXXX																													
										098 RESIDENCE ADDRESS MISSING - MUST SUBMIT AD-349																																																	

**Figure 1. First section**

REPORT U6706		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO.		4	
DATE		NATIONAL FINANCE CENTER					
SINQ 67 REPORT OF SUSPENSE DOCUMENT COUNT							
FOR JOB 1400 PASS							
FOR DEPARTMENT CM							
FORM NUMBER	PRIOR	COUNT	CURRENT	COUNT	FUTURE	COUNT	TOTAL
NFC-74		0		0		0	0
AD-581		0		0		0	0
SF-50		0		0		0	0
AD-349		0		0		0	0
AD-347		0		0		0	0
AD-658		0		0		0	0
AD-770		0		0		0	0
AD-287-2		0		0		0	0
SF-1187		0		0		0	0

**Figure 2. Second section**

## 180. U6801, Employee Express Personnel Error Messages

**Brief Description:** Provides a two-section report of Employee Express (EEX) transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with transactions that failed the PINE edits for the prior, current, and future pay periods. The report also lists PMSO error messages. When the entire department is requested, the second section (**Figure 2**) provides a summary of the total count of prior, current, and future suspended transactions. For FESI users, see Reports U0001 and U6701. For all other users, see Report U0001 only.

**Sequence of Data:** Form number

**Report Updated:** After PINE is executed.

REPORT U6801		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO		2
DATE XX/XX/XX		NATIONAL FINANCE CENTER				
LISTING OF PERSONNEL ERROR MESSAGES						
SIGNON IDENT SPC		FOR PAY PERIOD 14 JOB 1400 PASS 01				
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ****						
ORG STRUCTURE SON		SSNO				
EMPLOYEE NAME						
FORM (TASK) FAIL ERR .....E R R O R M E S S A G E..... ELEMENT NAME.....CONTENT OF ELEMENT...						
NUMBER	CNT	CODE				
51 07 54 0000		0000				
000000000 SMITH, JOHN M						
AD-349 (349) 1 06 006 AGENCY/SON NOT COMPATIBLE WITH DATA BASE			AGENCY CODE - BLOCK 95			
			DB-AGENCY		54	
			AGENCY CODE AD-349		54	
			DB-SUBMITTING OFFICE NUMBER		1812	

**Figure 1. First section**

REPORT U6801		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO.		4
DATE		NATIONAL FINANCE CENTER				
EMPLOYEE EXPRESS PERSONNEL ERROR MESSAGES						
FOR JOB 1400 PASS 01						
FOR DEPARTMENT CM						
FORM NUMBER	PRIOR COUNT	CURRENT COUNT	FUTURE COUNT	TOTAL		
NFC-74	0	0	0	0		
AD-581	0	0	0	0		
SF-50	0	0	0	0		
AD-349	0	0	0	0		
AD-347	0	0	0	0		
AD-658	0	0	0	0		
AD-770	0	0	0	0		
AD-287-2	0	0	0	0		
SF-1187	0	0	0	0		

**Figure 2. Second section**



## 181. U6806, Employee Express Personnel Error Messages

**Brief Description:** Provides a two-section report of EEX transactions that failed the PINE edits. The first section (**Figure 1**) lists employees with payroll edit messages for a specific pay period, job, and pass. When the entire department is requested, the second section (**Figure 2**) provides a summary of the count of prior, current, and future suspended transactions and is sorted by form number. For FESI users, see Reports U0006 and U6706. For all other users, see Report U0001 only.

**Sequence of Data:** User ID and organizational structure

**Report Updated:** After PINE is executed.

REPORT U6806		U.S. DEPARTMENT OF AGRICULTURE		PAGE NO	2
DATE XX/XX/XX		NATIONAL FINANCE CENTER			
LISTING OF PERSONNEL ERROR MESSAGES					
SIGNON IDENT SPC		FOR PAY PERIOD 14 JOB 1400 PASS 01			
*** SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED ***					
<u>ORG STRUCTURE SON</u> SSNO EMPLOYEE NAME					
FORM (TASK) FAIL ERR .....E R R O R M E S S A G E.....    .....ELEMENT NAME.....CONTENT OF ELEMENT...					
NUMBER	CNT	CODE			
51 07 54 0000		0000			
000000000	SMITH, JOHN M				
AD-349	(349)	1 06 006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE		AGENCY CODE - BLOCK 95
					DB-AGENCY 54
					AGENCY CODE AD-349 54
					DB-SUBMITTING OFFICE NUMBER 1812

### Figure 1. First section

[illegible]

**Figure 2. Second section**

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## Appendix

This section contains the following appendix:

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## A. CULPRPT Reports Listed By Subject Matter

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